

# VRC Signs, Containers and Supplies

About 20 signs and post are required for our VRC. Three heights accommodate mounting for a tabletop (30"), the floor (60") and a tall floor sign (90") to be visible across the room. The top section can hold a Tee-Bar or L-Bar to accommodate various configuration needs. The T-Bar is more stable. We used Rubbermaid 45 gallon Wheeled Roughtote Storage Box and added the front wheels.



## PVC SIGN POST (makes 1)

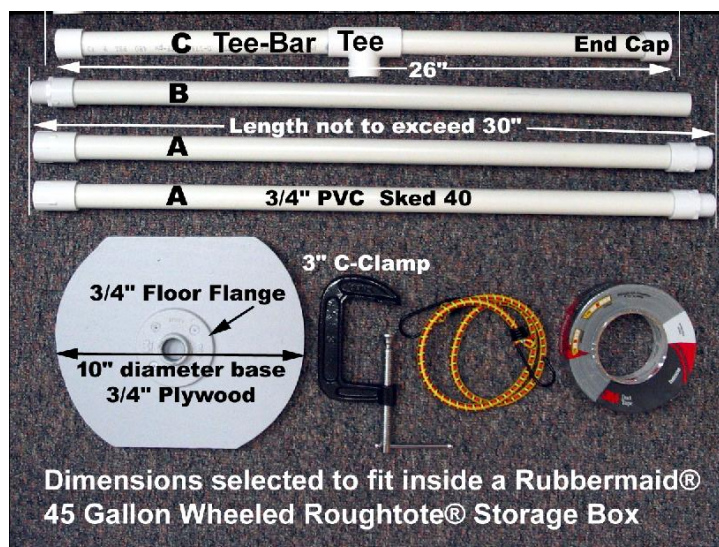
3/4" Sked 40 PVC pipe, cut as follows:

- 3 - 27 1/2" for use with (A & B)
- 2 - 12" for use with Tee and End Caps to make Tee-Bar (C)
- 3 - 3/4" End Caps (prevent hooks form sliding off the end)
- 1 - 3/4" Tee
- 1 - 3/4" Elbow
- 3 - 3/4" Male end
- 2 - 3/4" Female end
- 1 - 3/4" Metal pipe/floor flange
- 1 - 3/4" Plywood 10" X 10" Square
- 1 - 3" C-Clamps (to attach base to tabletop)
- 1 - Can PVC pipe cement
- 1 - 18" x 24" x 1/4" PVC Sign Stock
- 2 - Shower Curtain Hooks to attaché sign to Top-Bar

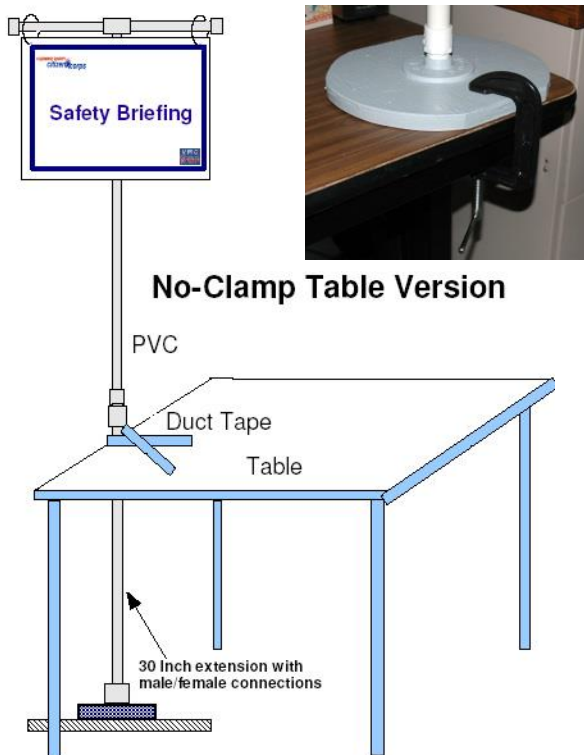
Lettering for both sides of each sign

**Do not glue Tee-Bar to post.**

**They remove for storage, friction-fit only**



Because some tables/desk will not accommodate a clamp, use a tall sign and tape for stability. It is best to divide supplies equally between two containers because of weight.



The Medical Reserve Corps VRC used an all PVC frame design that broke down into two sections. Made by the highway department, the aluminum signs were heavier than our lightweight PVC Sign Stock and required a sturdy structure.





## Station Supplies

station		tools needed	quantity
reception	maintain	clipboards	150
		pens	200
	distribute	blank volunteer info forms	400
		clipboards	
		pens	
ID verification	maintain	volunteer info forms	
		med & other	
		number cards	200
	distribute	pen	10
		clipboards	4
interview	maintain	database forms	100
		database form	
		laptop?	2
	distribute	waiting numbers	
assignment bd	maintain	work assignment sheets	
	distribute	dry erase sheets	3
		dry erase pens	30
Com center	maintain	dry eraser	3
	distribute	assignment requests	300
		pens	10
safety	maintain	clipboards	4
		radios	3
	distribute	gloves	300
		goggles	300
ID badges	maintain		
		gloves	
		goggles	
	distribute	badges	300
		wristlets	300
transport	maintain	waiver forms	250
	distribute	copy of work assignment signed waiver	
		volunteer info forms	
back room	maintain	ID wristlet or badge	
	distribute	collect clipboards	
	maintain		
	distribute	tea	1 pkge
		coffee	10#
	maintain	coffee pot	1 lg
		water	3 cases
		ice	as needed
	distribute	food	as needed

	treats	as needed		
	cups styro	300		
	sugar	2#		
	milk	1gl		
	paper towels	1case		
	toilet paper	1 case		
	clock	1		
	radio	1		
	ID badges	100		
	alert flags	20		
	stapler/staples	2		
	scissors	2		
	copier	1		
	copy ink/paper			
summary				
supplies				
	clock	1	\$25	\$25
	radio	1	\$45	\$45
	laptop/software	2	\$600	\$1,200
	ID badges	100	\$2	\$150
	alert flags	15	\$2	\$30
	signs	25	\$12	\$300
	poles	25	\$5	\$125
	clips for signs	50	\$1	\$25
	clipboards	120	\$1	\$120
	pens	200	\$0	\$50
	numbers cards	100	\$1	\$50
	dry erase pens	40	\$2	\$80
	dry erase boards	3	\$40	\$120
	board support easels	3	\$25	\$75
	dry erase erasers	4	\$1	\$4
	gloves	300	\$2	\$600
	goggles	300	\$2	\$450
	badges/ID bracelets	400	\$2	\$800
	vol info forms-med	250	\$0	\$13
	vol info form- nonmed	400	\$0	\$20
	database software/forms	150	\$0	\$8
	assignment forms NCR	400	\$0	\$40
	vol request forms ncr	300	\$0	\$30
	stapler/staples	2	\$5	\$10
	paper cutter	1	\$15	\$15
	scissors	2	\$2	\$4
	copier	1	\$150	\$150
	copier ink	2	\$40	\$80
	copy paper	2	\$10	\$20
	tea	1 pkge	\$3	\$3
	coffee	10#	\$10	\$10
	coffee pot	1 lg	\$15	\$15
	water	3 cases	\$15	\$15
	ice	as needed	\$50	\$50
	food	as needed		\$300
	treats	as needed		\$200
	cups styro	300	\$0	\$60
	sugar	2#	\$2	\$2
	milk	1gl	\$2	\$2

paper towels	1 case	\$30	\$30
paper plates	1 case	\$20	\$20
toilet paper	1 case	\$40	\$40
		total cost per VRC	\$5,385

#### Supplies to be bid for VRC

quantity	item		estimated cost/unit	total cost
300	clipboards OIC 9x12 1/2		\$1.30	\$390
500	pens	staples comfort stic	\$0.10	\$50
4	staplers	staples handheld	\$10.00	\$40
2	box staples		\$1.50	\$3
2	paper cutter	guillotine	\$20.00	\$40
4	scissors		\$3.00	\$12
2 boxes	paper clips	large	\$2.50	\$5
1 box	file folders	manila 1/3 cut	\$15.00	\$15
10	paper pads	letter size yellow	\$0.50	\$5
2	scotch tape dispenser	1 "	\$5.00	\$10
2	scotch tape packs 5roll/pack		\$2.00	\$4
4	duct tape	rolls	\$3.00	\$12
16	highlighter pens	multicolored	\$0.50	\$8
6	copy paper reams	20# 80 brightness	\$2.00	\$12
30	dry erase pens	black	\$1.00	\$30

Total anticipated bid	12	ID badges	\$636
<u>VRC table signs</u>	13	assignment Holding B	
1 Volunteer	14	assignment	
Reception	15	Area D	
Center	16	safety	
2 Entrance		orientation	
3 come	17	transportation	
here	18	Public	
first		information	
4 MRC	19	data	
registration		processing	
5 credential	20	staff only	
check	21	communications	
6 registration	22	toilets	
7 Area C	23	MRC	
8 Interview		interview	
area A	24	exit	
9 interview	25	leave blank	
10 interview 2			
11 pre-registered			

After a few tabletop exercises, we constructed signage and did a practice evolution using Township and family members as participants.





The first live mock disaster, where the public was invited to participate, was held in the 4-H building at the Fairgrounds. A county commissioner welcomed everyone.







Using the public as volunteers, each was provided a scenario of capabilities and limitations to portray as they move through the VRC.







Yes, we deliberately had a couple of obnoxious and annoying participants that helped to stress the system.





Runner flags were those small American flags often used on the Fourth of July or decorative American flag handkerchiefs.



Laminated paper made the assignment board that easily rolled and housed in a cardboard tube. Mounting to a wall could be an issue if duct tape or packing tape is not appropriate.

# Needed	JOB DESCRIPTION	DATE/TIME NEEDED	REQUESTING ORGANIZATION	SITE ADDRESS	ORGANIZATION CONTACT	PHONE #	NOTES
1	PHYSICIANS	2nd shift	URGENT CARE	120 MAIN ST.	STO. BARN	444-1100	CLINIC JANTS
1	TRAFFIC CONTROL	N			JOHN SMITH		DIRECT TRAFFIC
1	First Aid Station	2:10 a.m. - 2:30	URGENT CARE	12 Broad St.	BUTLER	402-1244	Director
	NURSES	3/10	FIRE DEPT	1300 WILKINSON ST	CHIEF	321-4399	
	PARKING		200 DRIVE				
	PARAMEDICS	ASAP	HAIGREE	125 E. W. Beckman St	MR. JONES	444-6344	Adams
	Training Animals	Now	Park Plaza Clinic	W. Wamerville	John O'Connell	782-1366	State Owners
	Medical Scribe	3/10 @ 5:30	Co Medical Hosp.	Creek & Wamerville St	John Adams	443-0713	Regina Reese EMT
	DR. B.		ERC		Command		

This is when we realized we needed more clipboards and writing surfaces.



The PIO had access to the building public address system.



Tri-State CART (County Animal Response Team) also participated. Headed up by Bonnie Morrison, her team provided a valuable resource.





**After Action Report  
Clermont County VRC Training  
March 10, 2007**

Attendees: 40 VRC

Question: What can be done to make center run better?  
(Besides pens that work, as one participant noted)

Ensure that individuals with disabilities, that may need assistance to make it through VRC, have access to help early in process

Front-load runners and helpers at beginning of VRC path so that it does not slow down totally while trying to get answers

Task board should be large enough to be read from both general and MRC volunteer interview areas

Phone forms should match Task Board for ease of entry on Board and to ensure volunteer requests have all necessary information

Tape or other guides to help people move through the VRC would be helpful

Consider security and mental health position at VRC from start of operations

Need to update job description for External Greeter to include checking for ID

There is value in pre-planning for needs during typical or more likely events like flooding

Credentialing – It is critically important to get the word out of the importance of getting into the system pre-event so that proper credentials are available

VRC needs a central core of trained people. Some JIT volunteers, who arrive early in VRC operations, can be “drafted” into operations if they’re willing



This was our second large-scale mock disaster (advertised in the newspaper) that emulated a public pandemic requiring joint activation by the County MRC and the County CERT. The event took place at the Milford junior high school. Unfortunately, not pictured, was significant assistance from local law enforcement to handle traffic flow and a few cases of bad tempers.







Incident command  
Fire Chief and Health Director







First group receives information on why they are here and what to expect







At every information sign there is a green vested flow person to explain this step in the process, and to assure the participant is in the right line for the right reason.





ID photo



Frequent briefings











Volunteer participants were getting annoyed by the long wait times to be interviewed and processed through the system.

